



### **Rental Permit General Information and Instructions**

The following information **must be** submitted with this application for residential rental permits and/or transfers for one and two family homes.

- ☐ **Rental Application**- A completed, notarized rental application
- ☐ **Deed/Owner's Duplicate Certificate of Title** - A copy of the latest recorded deed showing the liber and page numbers. **If it is a co-op, you must have a copy of the shareholder's certificate in replacement of the deed.**
- ☐ **Survey** – Latest survey of the property, or a plot or schematic showing size and location of the lot and all buildings, structures, decks, pools, walks, driveways and other physical features of the premises  
**Condominiums and townhouses are not required to submit a survey.**
- ☐ **Government Issued Proof of Residency** –Each owner and/or designated agent needs to submit with picture ID (driver's license, passport, etc.) and a contact number.
- ☐ **Floor Plans** - Floor plans drawn to scale of the **ENTIRE** one or two family dwellings, condominiums or townhouses. For two family dwellings, provide separate floor plans for each tenant's rental unit(s). Label all rooms with dimensions. Include locations for all doors and windows. Show location of all smoke detectors and carbon monoxide detectors. Graph paper is acceptable. Must be clear and legible. **See sample floor plan annexed hereto.**
- ☐ **Building permits and Certificates of Occupancy** – The following list, including but not limited to these described below require Town of Huntington issued building permits and certificates of occupancy. If you do not have building permits or certificates of occupancy, you will need to obtain them from the Department of Engineering Services.
  - Dwelling additions
  - Finished basements
  - Finished attics
  - Pools (in ground or above ground)
  - Garage conversions
  - Decks (8 inches above grade)
  - Exterior second story decks and stairways
  - Interior alterations (room reconfiguration)

***\*\*If you want further details regarding when a building permit is needed, please see the Town of Huntington "When You Need a Building Permit" pamphlet located in the Town of Huntington Building Department, room 115.***

Please mail/bring in your completed application along with all the required paperwork to the Residential Rental Permit Department at Huntington Town Hall. The application and required documents will be reviewed to make sure everything is complete before scheduling an inspection.

Pursuant §160-25(C)(9) of the Huntington Town Code, a prerequisite to obtaining a rental permit is to have an inspection of the property conducted by either a Town of Huntington Code Enforcement Officer, a licensed professional engineer or a licensed architect, who must sign the enclosed Certification attesting that the property is in compliance with all applicable provisions of the Huntington Town Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes.

If you choose to have the property inspected by a Town Code Official then please check the appropriate box on the application and an inspection date will be scheduled once your application is reviewed by the Department and found to be complete.

**If you choose to hire a third party to complete the required inspection, the licensed professional engineer/licensed architect must complete the Town of Huntington "Licensed Engineer's/Licensed Architect Report". Photos of both the interior and exterior of the dwelling must be taken including all rooms and common areas by the licensed professional of choice and submitted with the inspection report. The inspection report can be obtained by contacting us at 631-351-3008 or online at [www.tohrentalpermits.com](http://www.tohrentalpermits.com)**





Huntington  
Long Island, NY



Owner: John Smith

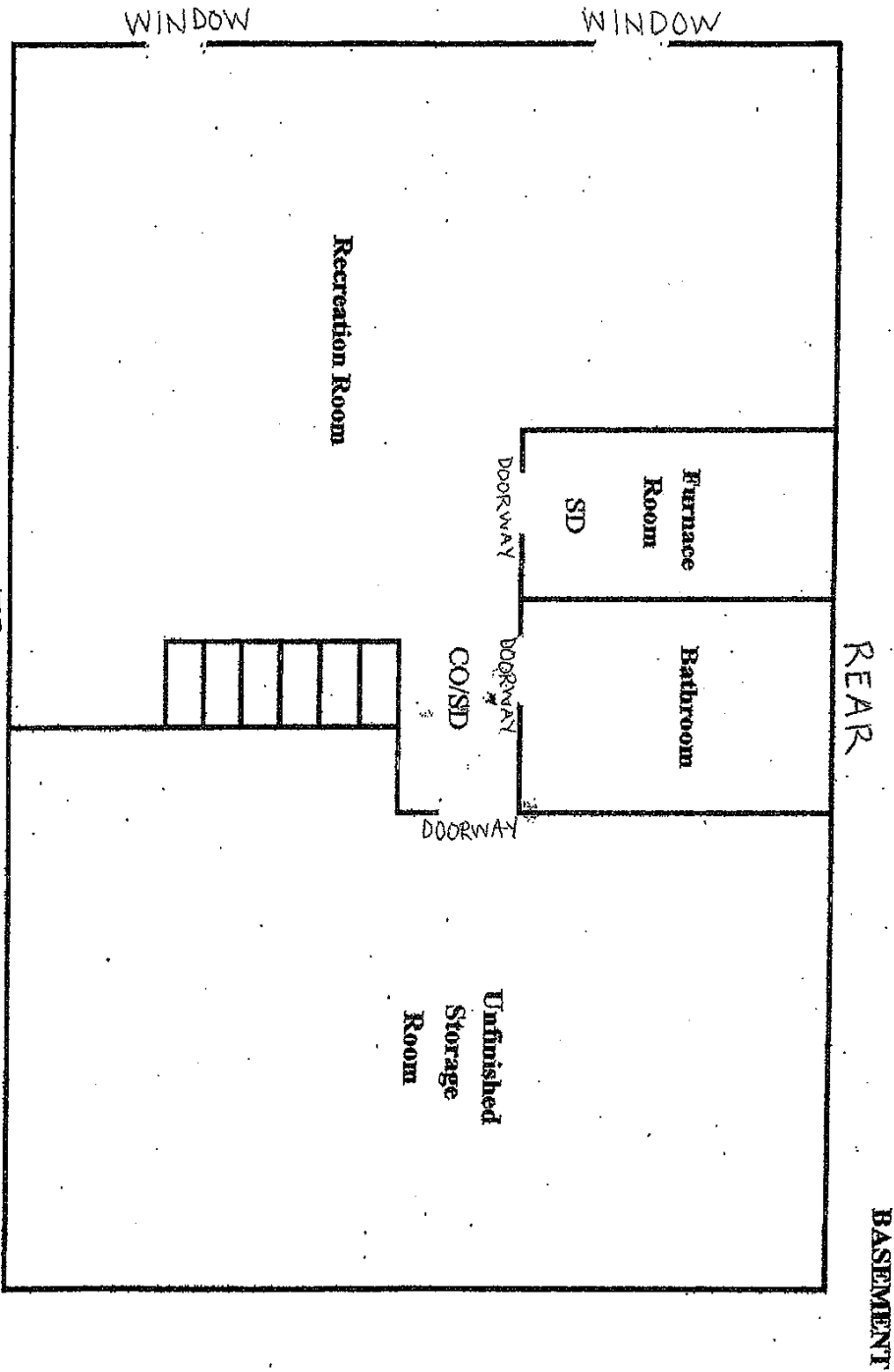
Address: 100 Main Street, Huntington, NY 11743

SAMPLE FLOOR PLAN

**\*\*BEDROOM DIMENSIONS AND SQUARE FOOTAGES MUST BE INDICATED\*\***

CO = Carbon Monoxide Detector Locations

SD = Smoke Detector Locations





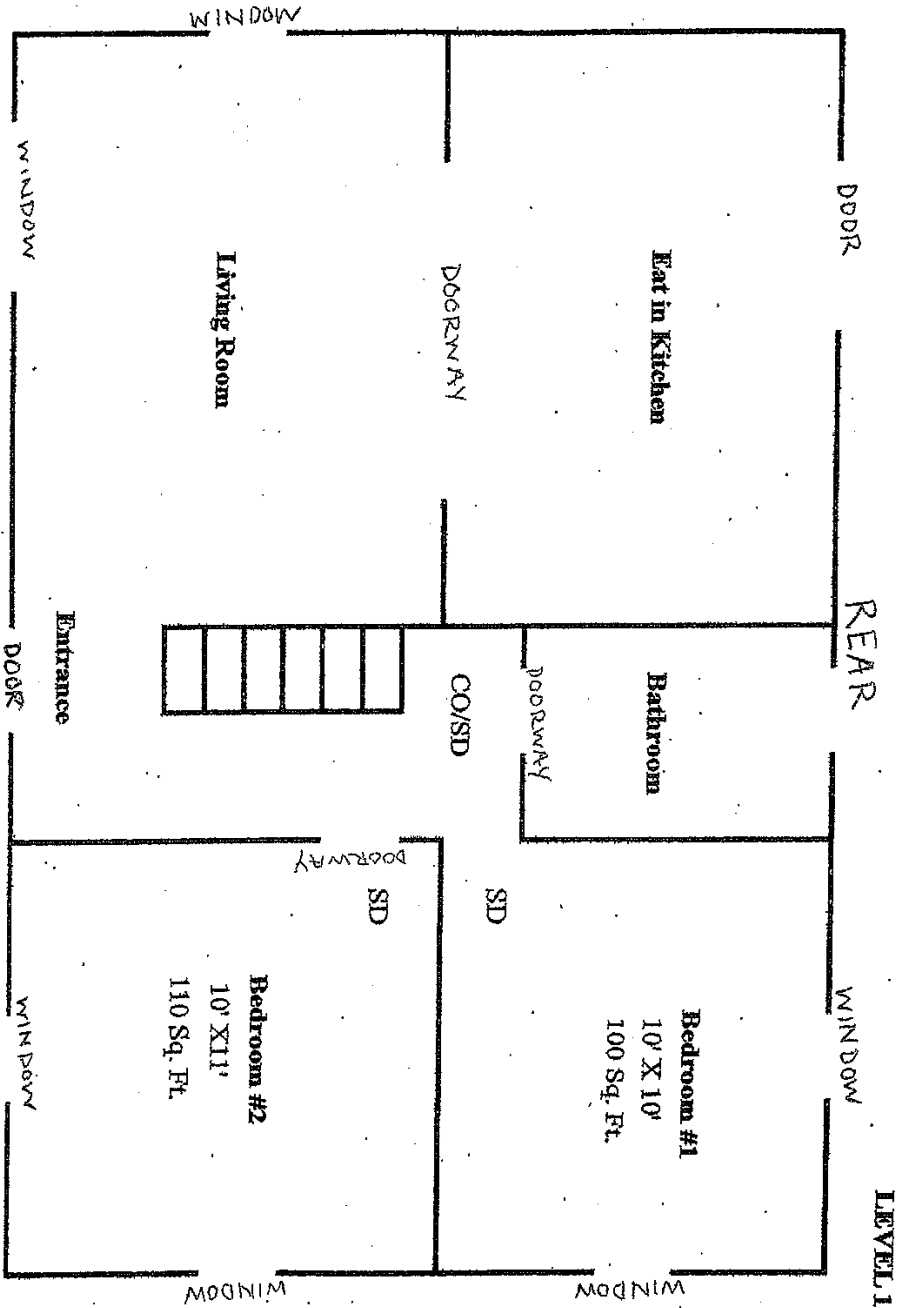
*Huntington*  
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**Owner: John Smith**

**Address: 100 Main Street, Huntington, NY 11743**



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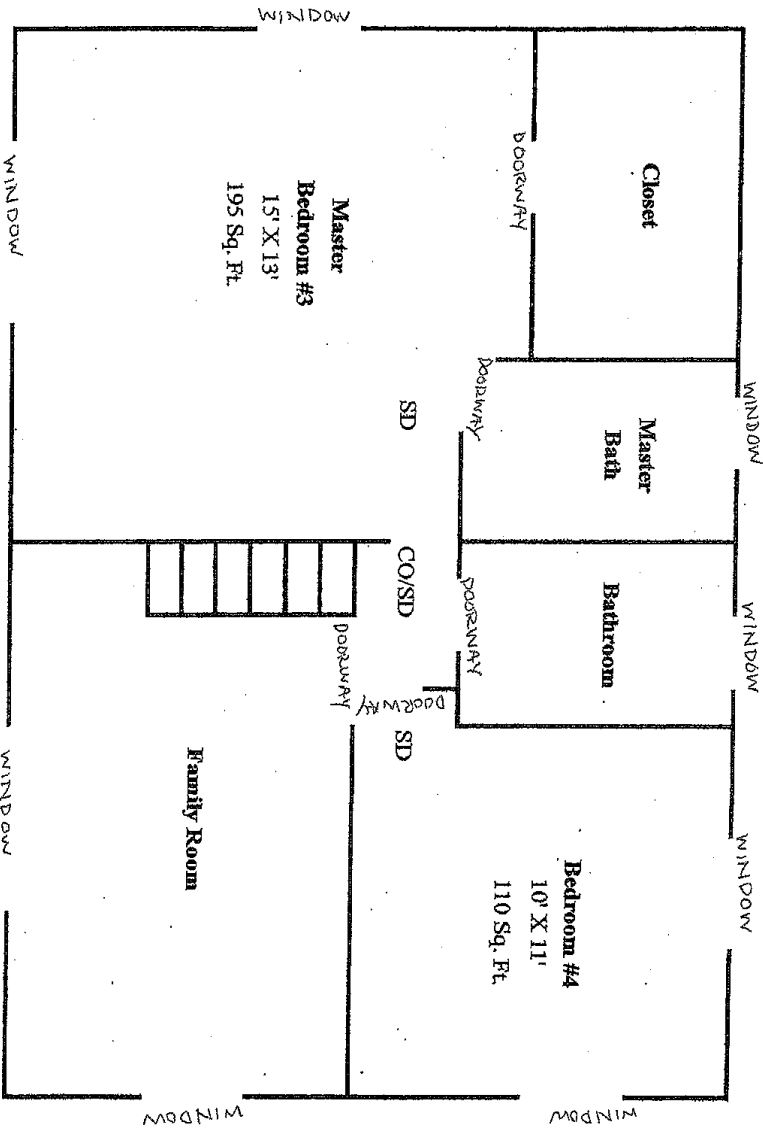


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REAR

LEVEL 2



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